

<u>POST 39/123</u>	:	<u>TYPIST REF NO: 2026/162/OCJ</u>
<u>SALARY</u>	:	R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Gqeberha
<u>REQUIREMENTS</u>	:	Applicants should be in possession of Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. Knowledge and skills: Knowledge of Public Services Legislation. Prescripts and Regulations. Skilled in typing speed of at least 35 words per minute (wpm), computer literacy (Microsoft Office), research, communication (verbal and written), problem solving and time management. Along with the following attributes: creative thinking, accuracy, attention to detail and ability to work under pressure.
<u>DUTIES</u>	:	Type court orders and relevant court documents in line with endorsement on front of court file, type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports, type Rule 6(12) orders and make available in terms of the rule, ensure that orders are typed in the correct format and provided to the Registrar for checking, ensure that corrections to orders are done in line with the Registrar's instruction, ensure that all incorrect court orders and court documents are reported to the supervisor, make amendments on judgments as per judges' request/instruction, audit format of judgment and type urgent applications, sort and distribute incoming and outgoing files, attend to requests from Legal fraternity and public, draft term rolls for each court term in line with the Gazetted terms, type opposed and unopposed motion court roll in terms of the required format inserting the judges' names, type supplementary rolls, communicate roll to Registrars and Judge Presidents Office, ensure consecutive numbering and that files are categorised, provide Advocates enrolment orders to the Department of Justice and Constitutional Development, communicate court rolls to stakeholders through electronic mail, develop and maintain court rolls register, record work in register for monthly statistics and ensure that copy of divorce orders are forwarded to Home Affairs Head Office.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms. P Boya-Nyhiba Tel No: (041) 502 6626 HR related enquiries: Ms. Z Sulo Tel No: (087) 086 6929
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/162/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.